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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
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P. O. BOX 119
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January 12, 1996

COMPTROLLER'S MEMORANDUM 1996-03

TO: All Department Heads

SUBJECT: Researching Legislative Records in the State Archives

The purpose of this memorandum is to clarify the research policies of the State Archives that relate to its legislative record holdings. The State Archives has approximately 2300 linear feet of legislative records that span from the Kingdom of Hawaii to the current legislative session. These original records are stored in temperature/humidity controlled vaults. Records can only be used in the Archives Building on Iolani Palace Grounds.

The Archives staff cannot conduct legislative history research for your agency. Please consult the Legislative Reference Bureau's How to Research Constitutional, Legislative, and Statutory History in Hawaii (1986) and the Ho'ike Manual 1995-1996.

When requesting copies of bills, committee reports, resolutions, etc., you must specify the session year and document numbers. Requests for copies of testimonies on bills should include the name of the committee(s) holding the hearing(s) and the date(s) of the hearing(s).

Please do not request copies of material from the published session laws nor House and Senate Journals that are available in your offices. You may call Ms. Mary Ann Akao, Historical Records Branch Chief, at 586-0320 if you have any questions.


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